DCARC Defense Cost & Resource Center

CSDR-Submit & Review

Lead Reviewer Guide

1/20/2013
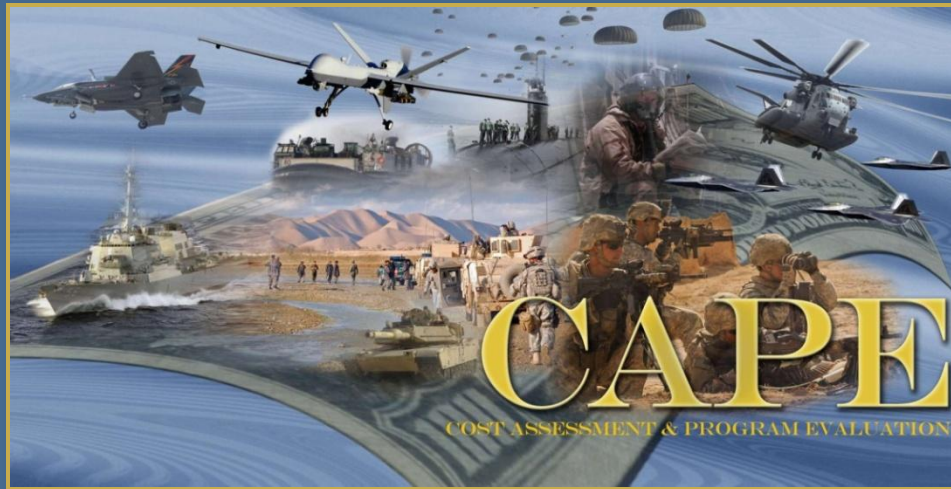
Lead Reviewer Training
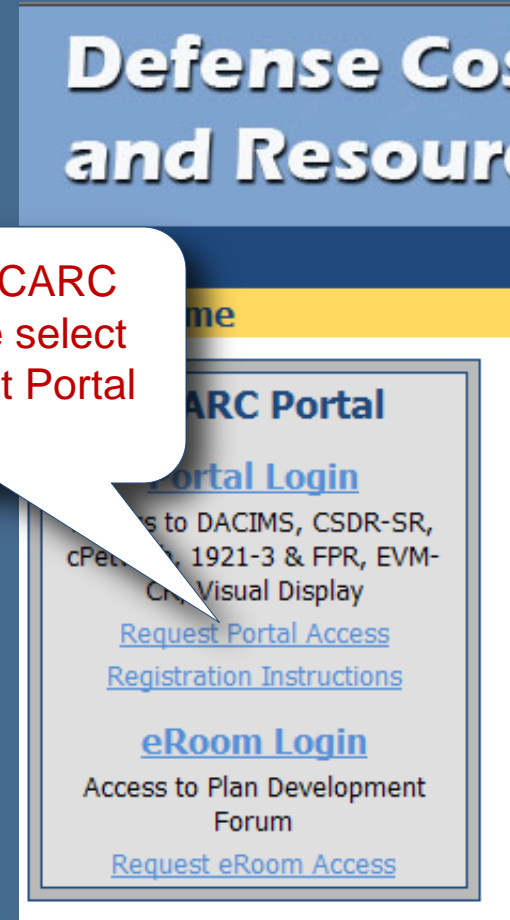
- The following document provides step-by-step screenshots to illustrate the major actions performed by Lead Reviewers:

    – Requesting a DCARC Account
    – Reviewing and commenting on CSDR Submissions
    – Viewing CSDR Plans

Requesting a DCARC Portal Account

- Go to the DCARC Public website at http://dcarc.cape.osd.mil

- Click the Portal Login button.

- If you already have an account for the EVM-CR, you will not need to request a new account. Simply email DCARCSupport@tecolote.com and request the CSDR-SR Reviewer role be added to your account.

From the DCARC Home page select the Request Portal Access link

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CARC Portal

Portal Login
s to DACIMS, CSDR-SR,
cPet... 1921-3 & FPR, EVM-
C... Visual Display

Request Portal Access
Registration Instructions

eRoom Login
Access to Plan Development
Forum

Request eRoom Access

Requesting a DCARC Portal Account

- Select the Register here link.

- Create a username and password and fill out the user profile.

- Request the CSDR_SR Reviewer role.

Logging in to the CSDR-SR

- After logging in, select the CSDR-SR link to enter the website.

Knowledge Portal Home

Select the CSDR-SR link

DCARC Applications

- cPet Web - CSDR Planning and Execution Tool
- CSDR-SR - Submit & Review of 1921, 1921-1, 1921-2, 2630-1, 2630-2, 2630-3, CCDR, SRDR, & CWBS
- 1921-3 & FPR - Submit & Review of 1921-3 & FPR
- DACIMS - CSDR & FPR Library
- EVM - Submit & Review of CPR, CFSR, & IMS
- EVM Web Service Administration
- Visual Display - Program Reports Analysis
- Help Desk

Account Actions

- Change your password
- Update your profile
- Request application roles
- Request a new contract be added to the portal
- Transfer file(s) to the DCARC Help Desk

This system handles UNCLASSIFIED cost data

Review Submissions

- Click the Review Submissions tab to access submissions awaiting your review and view your assigned contracts.

Review Submissions

- The Submissions tab shows all submissions on your assigned contracts that are awaiting review.

- Click the Submission ID number to access the submission.

Submission Detail

- After clicking the Submission ID number you will be brought to the submission detail screen.

Submission Detail

- Click the Files tab to view files uploaded with this submission.

- For cost report submissions select the Validation tab to review validation results from the cPet automated tool.

Submission Detail

- The Working Files table at the bottom will show files from any previous validations run by the Submitter.

- Select the Validate button to run or re-run Validation on the select cost report files.

Submission Detail

- Change the status to Accepted if you approve the submission or Rejected if a resubmission should be required.

- If the comments box is too small you can attach a file with comments by selecting the + icon.

- Remember to hit the Save button when you are finished.

Review Submissions

- Click the Contracts tab to view all of your assigned contracts.

- Click on the Contract number to access the Contract Detail.

- If no contracts are listed here, please email DCARCSupport@Tecolote.com with your contract number.

Viewing Plans

- Click the Contract Tasks/Plans tab to view all plans on this record.

- To view plan choose the View link.